

Principal Systems Analyst

Group: Applications Development

FUNCTION OF THE JOB

Under direction, to coordinate and lead the development and implementation of computerized information systems; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Serves as a project manager in the research, development, implementation and maintenance of comprehensive application systems.
2. Assists in the development and implementation of long range and strategic plans; analyzes future application needs of the County; and makes an appropriate recommendations regarding timing, feasibility, and method of computerization.
3. Provides functional supervision of applications development staff; assigns, schedules, instructs and reviews the work of staff; provides general and detailed work direction; and directly supervises contracted staff.
4. Conducts detailed analyses of user department's computing needs, requirements, and business practices, and makes appropriate recommendations regarding computerization and design of work flow.
5. Develops project plans including goals of the project, scope and phasing of modules, required interfaces, timetables, and estimates of resources needed.
6. Designs appropriate strategies and applications to meet the user's computing needs; and develops or directs the development of the system and it's modules, including integration with other systems or applications.
7. Performs software development, maintenance, fixes, and enhancements on a variety of applications; provides direction and assistance in the software development and maintenance assigned to other staff.
8. Reviews and analyzes user requests for modifications, enhancements, and problem fixes for existing systems; and prioritizes and coordinates the completion of these requests.
9. Leads and coordinates project team meetings; and serves on steering committees and evaluation panels.
10. Coordinates the testing, implementation, and conversion of new computer systems and projects.
11. Prepares and maintains detailed project documentation regarding all phases of the computerization project.
12. Prepares user documentation and training materials and conducts group or one-on-one training sessions in the use of the computer system.
13. Prepares and evaluates requests for proposals and bid responses; makes appropriate recommendations regarding selection of vendors; and administers assigned contracts.
14. Establishes and maintains effective working relationships with co-workers, employees at all levels of the County, and vendors.
15. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Comprehensive knowledge of management information systems principles, practices, and technologies.
2. Comprehensive knowledge of systems analysis principles and practices.
3. Comprehensive knowledge of software application development principles, practices languages, and technologies.
4. Comprehensive knowledge of the use of relational databases in applications development.
5. Comprehensive knowledge of project management principles and practices.
6. Considerable knowledge of the business practices of assigned areas.
7. Ability to analyze complex information; evaluate alternatives; make appropriate recommendations; and implement solutions.
8. Ability of design and develop software for computerized information systems
9. Ability to direct, assign, review, and coordinate the work of others.
10. Ability to manage, prioritize, and coordinate all phases of multiple projects.
11. Ability to maintain accurate and detailed records, and prepare and present comprehensive written and oral reports and recommendations.
12. Ability to establish and maintain effective working relationships.
13. Ability to communicate effectively, both orally and in writing.

Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in computer science or a closely related field.
2. Three (3) years of responsible work experience in applications development, two (2) years of which must include experience as the lead for a major application.
3. An Associate's Degree from a recognized college or university in information systems management and two (2) additional years of work experience in applications development may substitute for the bachelor's degree requirement.
4. A master's degree in computer science may substitute for one (1) year of work experience requirement.